

Video Project Manager, Flexible Hours, Work From Home

If you love wrangling extremely detailed project management systems, keeping on top of multiple client projects at the same time, emailing and calling clients, being involved with video production and digital marketing, if you have an interest in finance, and you want to be a part of a small, international company with a big future, then this might be the perfect fit for you. You will be working with a small entrepreneurial San Diego-based company making a difference in the lives of business owners in the financial services industry by working virtually with an international team, from your own home office. You must be highly organized, detail oriented, and most importantly, extremely conscientious about follow through. You'll be managing our projects with Asana, a project management software, and Infusionsoft, a CRM automation tool. You need to be comfortable with a dynamic and changing work environment since we are in growth mode; you need to be an "all purpose" person, flexible to work on a variety of types of tasks and projects. You must be a responsible self-starter who can keep your projects on track all by yourself, since your work schedule is very flexible. Lastly, you must be comfortable with using online software programs to manage the video production process. You need to have a passion for and be proficient in project management. This position does not require you to actually shoot and edit video. Rather, you'll be managing a team to create whiteboard animated videos using to our very detailed system in Asana. This is not a creative position. This is for a detailed administrative type personality who loves to run other people's systems and does not mind working through repetitive detailed tasks to do it. If details make your head hurt, do not apply for this job.

About You

You love tasks! You enjoy working with marketing projects revolving around video. You also love running other people's systems. You're not the one who invents the process, you're the one who implements the process others invented.

You have astounding attention to detail and never get tired on working on detailed tasks to move projects and teams forward.

It is a big plus if you have experience in financial services, since our clients are all in the financial services industries.

You do NOT thrive on being micromanaged and love to be given the freedom to excel in your job. Being your own boss and helping a small, growing organization is a dream come true for you. You are open, direct, and straightforward. You believe that honesty, awareness, and ownership are the direct routes to problem solving. You love being given a responsibility and then running with it, making sure all t's are crossed and i's are dotted, and keeping close watch on all your projects to make sure they're completed with excellence and on time. You own your job as if it was your own company.

About This Role

The Video Project Manager is an “all-purpose” person who can successfully manage all the details and administrative execution of our Turnkey Video System. This means you’ll manage the scripting, video production and compliance approval process for client videos using our project management systems: Asana and Infusionsoft. You’ll also field customer support inquiries with cheerfulness and competence.

Your tasks will fall into 4 areas:

1) Client Liaison-

You’ll be our primary point of contact for our clients through the production process. You’ll answer and respond to phone calls and emails from clients, and manage their projects within our system.

2) Video Project Manager-

You’ll manage our international team of video editors, voiceover artists, content consultants, and administrative assistants to make sure our video projects continue to march forward. You’ll use our software systems in Asana and Infusionsoft to do this.

3) Script Writer or Reviewer-

Depending on your skill set, you’ll either write scripts for clients, review scripts written by another script writer, or both.

When reviewing scripts, you can lend an objective eye to their scripts to make sure they make sense to their prospective clients. You’ll also make sure the formatting and length of the scripts fit within our guidelines.

4) Video Reviewer-

When our video editors submit the first cut of their whiteboard animated videos, you will review the videos to make sure they communicate the scripts' message clearly with the visual animation images the editor chose. You’ll also make sure the videos’ images are compliant for the financial services industry. You’ll record any recommended edits and submit that to our editor using our system. You’ll also make sure any changes requested by client or other team members are implemented correctly in the videos, which requires high attention to detail.

Your Required Skills

- Self-starter: ready to take responsibility to make each project the best it can be. You need to be an "A Player" who treats this job as if it was your own company. We want you to lead and we trust you to run your projects independently.
- Task-oriented and outstanding attention to detail

- Loves talking with clients on the phone and managing their projects for them. You offer pleasant and prompt responses to client questions and needs.
- Ability to communicate in 2 distinct ways: 1) communicating with clients 2) keeping our team on task
- System friendly and be someone who thrives on organized systems.
- Utmost commitment to meet deadlines and feel tremendous ownership over your job.
- Enthusiastic, reliable and self sufficient.
- Even tempered / no 'attitude' / willing to help beyond a job description and do whatever it takes. You must be a flexible, "all purpose person", willing to help with a variety of needs.
- Not the inventor type. Instead you're the implementor who takes systems other invented and makes them run like a clock.

Your Nice To Have Skills (we can train you too!)

- Experience in financial services industry
- Familiarity with Infusionsoft
- Familiarity with Asana
- Able to provide Voiceover services
- Able to script videos about financial topics for client

The Details

Position Purpose: To help our company provide outstanding video marketing services so we can help financial advisors grow their practices while increasing revenue and profit for our company.

You Report To: Lead Video Project Manager

Your Computer: You must have your own FAST computer (ideally NOT a Mac), reliable high speed Internet access and a mobile telephone with texting.

Your Commitment: This is a 15-20/hr week contract position that can scale to more hours as our business grows.

Work location: Your home or office. (This job offers great flexibility.)

We will perform a complete background check and will call all references you provide. Starting pay is \$20 to \$30/hr and can grow from there. Starting pay will depend on your experience and expertise in the specific skill sets cited above. Please respond to jobs@faclientmachine.com. Use this subject line: Video Project Manager for Growing Company mm/dd/yyyy (put the date you apply). Include any related experience and results you have. Please include a 1 page cover letter as to why you think you would be a good fit, and also a separate copy of your resume, both in PDF format. Also, please call this number (877) 5726871 ext. 708 and leave a voicemail

as if you were calling a client who has just signed up for our Turnkey Video System. (This is a bit of role play). Introduce yourself by first and last name, let them know their videos are ready for review and let them know you've also sent an email with the links to videos. Ask them to review the videos promptly and then reply. (At the end of your voicemail message, please be sure to leave your full name and the date you emailed your resume.) Leave this voicemail the same hour that you send the email with your resume. Thank you for your time.